

POSITION: SENIOR SECRETARY – PARKING PERMIT COORDINATOR **JOB POSTING #:** 2013-0161

DEPARTMENT:	Operations	UNION:	543
POSTING TYPE:	Corporate	JOB CODE:	543114
POSTING STATUS:	Temporary Full-Time	POSITION #:	00000280
# OF POSITIONS:	1	GRADE/CLASS:	0.11
SHIFT WORK REQ'D:	No	SALARY RANGE:	\$24.36 - \$28.66 per hour
		HOURS PER WEEK:	40

DUTIES:

Reporting to the Executive Director of Operations, is responsible for the administration of off-street parking permits sold to the public and to outside agencies under the Traffic Operations On/Off Street Parking Program and all parking permits issued to City of Windsor employees (including Windsor Police Service); Responds to inquiries/complaints from parking patrons and employees regarding parking; Maintains central hard-copy and electronic database (AutoProcess) filing system of parking permits; Liaises with Traffic Operations On/Off Street Parking staff and Human Resources for activation/ deactivation of card keys and proximity identification cards as necessary; Issues receipts for cash/cheques received for parking fees, deposits, maps, reports, Average Daily Traffic Count (ADT) booklets and, as required, tender documents and forwards cash/cheques received to Corporate Services; Prepares invoices to major tenants of parking facilities; Administers pre-authorized payment system (PAP) for monthly parking revenues; Maintains petty cash; Absence Coordinator for Public Works main office and Traffic Operations; Inputs attendance/absence information into PeopleSoft HRMS system; Completes Workers Compensation forms and forwards to Human Resources; Reports Workers Compensation absences to Corporate Services Payroll; Responds to public inquiries at the counter and/or by telephone/e-mail. Interacts with senior management, City Council and other city staff on a regular basis; Responsible for typing Council Reports, memos, by-laws, and other correspondence as required; Other related duties as assigned.

QUALIFICATIONS:

- Must have an Ontario Secondary School Graduation Diploma plus one year post secondary education in business administration from a community college, or Ontario Ministry of Education equivalencies; **OR**
- Must have an Ontario Secondary School Graduation Diploma, or Ontario Ministry of Education equivalency, combined with 10 full time years experience with the Corporation of the City of Windsor in an administrative/secretarial/clerical position with successful completion of all three levels of the Computer Technology Certificate.
- Must have over one year's experience in a computerized office environment utilizing the Microsoft Office Suite of Products, such as Word, Excel and Outlook.
- Must have experience dealing with the public.
- Must have initiative and ability to work with minimal direction.
- Must have good communication and organizational skills.
- Must be able to deal effectively and diplomatically with the public, Council members, and all levels of administration.
- Must have 50 w.p.m. typing proficiency.
- Knowledge of PAP and HRMS systems considered an asset.

POSTING SPECIFICS:

- Posting Period:**
- Thursday, August 15, 2013 at 8:30 AM to Wednesday, August 21, 2013 at 4:30 PM
 - **APPLICATIONS WILL ONLY BE ACCEPTED DURING THE POSTING PERIOD.**
- Who May Apply:**
- Current City of Windsor employees. Eligibility for consideration is determined by the applicable collective agreement and/or current Corporate hiring practices.
- How To Apply:**
- Complete an Internal Job Transfer Form (available at Human Resources or on Dashboard) and attach a resume, specifically noting the job posting number, your qualifications and experience as outlined above.
- Apply To:**
- In person to the Human Resources Department or one of the Customer Care Centres
 - By faxing your Job Transfer Form and resume to the Human Resources Department.
- Updated:**
- By Human Resources on August 13, 2013